SAIS – SPED submissions and general procedures

1. Keep the information in your Software Management System up to date

- When students start in programs, enter their information
- When students change programs or services, update their information
- When students leave programs, enter their exit data

Don't wait until 12/1 to enter this data; get it in as it happens!

2. Make sure this data is uploaded to SAIS

- If you are responsible for uploading the data to SAIS, get into a routine of doing this in a timely manner (weekly, bi weekly etc).

HOW TO UPLOAD A FILE TO SAIS – Student Detail
- Extract the SAIS file to upload from your Software Management System, and save to a known location
- Log on through the Common Logon, and select *Student Detail Data Interchange*
- Select *Upload* option
- Select the browse button and navigate to where you saved the file you created in the first step, and select that file
- Click *Go* to upload the file

Needs Online
If you need access to Needs Online, you will need to contact School Finance at 602-542-5695 or SchoolFinance@ade.az.gov to arrange access.

- If you do not submit the uploads yourself, make contact with the person who does, and make sure they are sending your data up on a regular basis. Check with them how you can validate your uploads and check the reports.

3. Check the results of your uploads

After uploading data to ADE, make sure you check the results of your uploads.

To check whether uploaded file has completed processing:
- Log on through the Common Logon, and select *Student Detail Data Interchange*
- Select *Status* option
- Click *Go*
- Check whether the file has completed processing – make a note of the file sequence number that you uploaded
  - Activity Status of *File processed with Errors* or *File processed successfully* - file has completed processing
  - Activity Status of *File is waiting to be processed* or *File is being processed* – file has not completed processing, check back later

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> **To check the results of an uploaded file:**
> **BEST METHOD** *(but this depends on your SMS)*
> o   Log on through the Common Logon, and select *Student Detail Data Interchange*
> o   Select *Download* option
> o   Under *System Status*, select *Get the Status on Submitted Import Files*
> o   Select your download format (xml or text)
> o   Enter the sequence number of the file you uploaded, and click *Go*
> o   Save the file created to a known location
> o   Import that result file into your Software Management System
> o   Your SMS will produce a report which will highlight any problems/failures on the file you uploaded
> o   You need to make any corrections necessary, and then follow the procedure to create and upload a file again
> **Other METHOD** *(but this depends on your SMS)*
> o   Log on through the Common Logon, and select *Student Detail Data Interchange*
> o   Select *Status* option
> o   Click *Go*
> o   For the file that you are checking, under the *Results* column, click on the *transactions* link
> o   The screen that will appear will show you all transactions that were uploaded that have either *failures* or *warnings*
> o   Selecting the *failures* or *warnings* link will display the reason the transaction failed
> o   You need to make any corrections necessary, and then follow the procedure to create and upload a file again

After completing this process, you will know that you have your data entered and accepted by SAIS. This means that the format of the data was correct, and BASIC business rules have been checked.

*However, this does **NOT** mean that your job is complete and that these students WILL now be funded!*

4. Integrity

SAIS has TWO validation steps … the transaction validation was explained above, and the Integrity process, which is performed AFTER transactions are *successfully* uploaded.   The Integrity process is automated, and will be triggered to run for a student when a file that is uploaded processes successful transactions for that student.

Integrity checks the total validity of a student's data to make sure that ALL business rules are checked and in order before allowing that student to be funded.

> ***An example of this process would be:***
> *You submit a service for a student with an MD Need. This transaction passes the upload process, and it is accepted by SAIS. This means that all the data entered for this student's MD Need was in the correct format and valid. However, after this file has been uploaded, because a change has been made to this student's SPED data, SPED integrity for this student will be triggered. When this process runs for this student, it will check through all the related SPED business rules. If, for example, this student already had a Service for an MDSSI Need for this fiscal year on SAIS, and the dates are the same as the newly added MD Service, this will cause SPED Integrity to fail for this student, as the business rules state that a student cannot be receiving services for an MD and MDSSI Needs within the same time period.*

Therefore, SPED Integrity MUST be checked, as any student that fails SPED Integrity WILL NOT be included for SPED State or Federal funding purposes.

To check Integrity you have two options; select whichever works best for you!

The SDSPED71 report *(available in pdf and text format)*

This report is a school level report, and will show you ALL students at the selected school who have ANY SPED Need and/or SPED program/service that have been entered and accepted by SAIS. This report is broken into 3 sections:

> *Students with failed SPED Integrity status*
> *Students still waiting for Integrity to be run*
> *Students that have passed SPED Integrity*

This report will **NOT** show you *WHY* they failed Integrity.
You will need to go to the next step – Student Integrity Status report to discover the reason why the student failed integrity

Therefore by checking this report, you can:

- *Make sure that ALL your SPED students' data has been entered and accepted by SAIS*
- *Verify that their Needs and program services are correct*
- *Verify that their entry and exit dates are correct*
- *See which students (if any) have failed integrity*

Even if a student HAS passed integrity, there are still some reasons why a student may not receive State or Federal Funding. See section '*Some Reasons for not receiving funding*' later on.

To check SDSPED71 report:
o Log on through the Common Logon, and select *Student Detail Data Interchange*
o Select *Download* option
o Under *Reports*, select the *SDSPED71 SPED Report* link

Student Integrity Status Report *(available in text and xml format)*

This report is available at a school level. It has options to show you a list of SPED students failing integrity, or to show all SPED students at that school whether they have passed or failed integrity. There are also other options to show all students integrity status' including ADM, ELL etc.

Depending on the options chosen, the report shows the Integrity Status for just SPED or the entire student. .

To check Student Integrity Status report:
o   Log on through the Common Logon, and select *Student Detail Data Interchange*
o   Select *Download* option
o   Under *Reports*, select the *Student Integrity Status Report* link
o   Select to view either the xml or text version
o   Select SPED from the *Integrity Type* dropdown box
o   Use the '*Select failures only*' – 'Yes' to view the integrity status of only SPED students that have failed integrity, or 'No' to view the status of ALL SPED students' integrity results
o   If you are viewing the xml version, select the option to save the file first
o   Save the file to a known location on your computer
o   Then open the file from that location

- You also have the option to sort the report by *SAIS Student Id* or by *Students Last Name (SAIS Student ID* is the default*)*
- For students that have an '*Invalid*' Integrity status, they can also be recognized by having a large red exclamation point before the student's details.
- Click on the exclamation point, and the reason for the failure will be displayed.
  Note, there will also be a date at the end of this failure description. This is when this integrity failure occurred. If you have uploaded new data for this student since this date, integrity may still be waiting to run for the student.
- These errors need to be corrected in your SMS and the upload process redone, so that these integrity errors will clear.
- Even if a student HAS passed integrity, there are still some reasons why a student may not receive State or Federal Funding. See section '*Some Reasons for not receiving funding*' later on.

5. No More Errors!

When you get to the point where you have no integrity errors, and you are sure all your students are appearing in SAIS, this means you are ALMOST there!

On a scheduled basis, School Finance will 'push' all the data you have entered into SAIS, and which has passed integrity into the old Student Count System, which will then generate your SPED04 reports.

From there the SPED28 reports will be calculated.

6. Some Reasons for not receiving funding *(students passing integrity and then not showing up on the SPED04 reports or in your Federal Counts)*

There are a few reasons why a student MAY pass integrity, but will not be funded:

- The Service Type for a Need is valid, but it is not eligible to receive State and/or Federal funding.
  Check in the SAIS Codes Values document on the web http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.pdf under Special Education Services on page 41 to determine which Service Types are eligible for State and/or Federal funding.
- For Federal Funding, if a student exits a program before 12/1 or enters a program after 12/1, he will not be included in the Federal Funding count.
- For State Funding, if a student exits before 9/8 or enters after 1/28, he will not receive any State Funding for that program. If he enrolls after 9/8 or exits before 1/28, his funding will be allocated proportionally.
  Check the following link with more information on the funding formula:
- *http://www.ade.az.gov/schoolfinance/SAISSupport/PrivateSchls/InstrReqRpts/SPEDCensusInstrsFY04_05.pdf*
- Watch for over-age or under-age students. A student will only be funded until the day before his 22nd birthday, therefore if he turns 22 on 9/7, this student will not be counted for State or Federal Funding.

7. Questions?

If at ANY stage you are unsure of the SAIS process, are confused by an error message you are receiving, or just need advise, please don't hesitate to contact your local RTC:
http://www.ade.az.gov/rtc/

or call or email the ADE Support Center
(602) 542-7378
(866) 577-9636
ADESupport@ade.az.gov

If they cannot help you, they will know how to escalate your problem or concern to someone in ADE who can help!

Do check on the MIS Bulletin Board for updated information on SAIS.
http://portal.ade.az.gov/News/default.aspx